

## PERSONNEL BOARD, TOWN OF STERLING

### MEETING MINUTES

November 6, 2013,

BUTTERICK MUNICIPAL BUILDING

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The meeting was called to order at 4:10 p.m. by Chairman Jed Lindholm.

1. **ADMINISTRATION**

- a. **Roll Call:** Present were Board members Weymouth Whitney, Karen Gaylord, Bruce Baker, Jed Lindholm, HR Administrator Don Jacobs and Town Administrator Terri Ackerman.
- b. **Minutes:** Minutes of the October 11, 2013 open meeting and executive session were approved unanimously on a motion by Weymouth Whitney seconded by Karen Gaylord.

2. **TRAINING SUVEY RESULTS.** HR Administrator Don Jacobs reported on his survey of department heads concerning department training. All departments submitted reports. Only three departments – police, fire and town accountant – designate specific funds for training. Many departments send employees to training conferences and meetings but funds are allocated from travel. Training needs identified were in the areas of technology and personal growth and effectiveness. A detailed written report was submitted.

3. **BOARD MEETING SCHEDULE:** The next meeting is December 2, 2013 at 6:30 p.m.

4. **EXECUTIVE SESSION**

At 4:40 p.m. the Chairman stated that The Personnel Board would be convening in executive session in accordance with M.G.L. Chapter 30A, Section 21 (a), Clause 3 for the purpose of discussing issues pertaining to collective bargaining, and that the Board does not intend to return to open session at the conclusion of the executive session.

A motion was made by Karen Gaylord that the Board convene in executive session for the purpose of discussing issues pertaining to collective bargaining, and she further moved that the Board not reconvene in open session at the conclusion of the executive session. The motion was seconded by Weymouth Whitney.

Chairman Lindholm called for discussion on the motion. Hearing none, he state that the Board would proceed to a roll call vote on the motion.

Roll call was held. Board members present were Jed Lindholm, Karen Gaylord, Weymouth Whitney and Bruce Baker. Jed Lindholm voted "yes." Karen Gaylord voted "yes." Weymouth Whitney voted "yes." Bruce Baker voted "yes." The vote in favor was unanimous.

Respectfully submitted,

Bruce Baker, Clerk